

**The  
Workforce  
Development  
Trust**

# **Bid Coordinator**

## Job description

<b>Job Title</b>	Bid Coordinator
<b>Department</b>	Bid Team- Business Support
<b>Reports to</b>	Bid Manager
<b>Location</b>	Bristol, with hybrid working available
<b>Pay Scale</b>	£28,000-£31,000 per annum, depending on skills and experience
<b>Contract</b>	Permanent
<b>Hours</b>	Full Time – 37.5 hours per week

## The Workforce Development Trust

The Workforce Development Trust is a not-for-profit organisation that provides services that support employers to develop skilled, sustainable, and efficient workforces in the UK and abroad. We operate via our five brands; Skills for Health, Skills for Justice, SFJ Awards, iCQ Awards and People 1st International, which deliver specialist, targeted skills interventions to support a variety of frontline public services.

## Job summary

The role includes varied work across a range of bid values and submission types. Working with senior stakeholders across The Workforce Development Trust (WDT) brands. Your contributions will be instrumental in winning work which aligns with WDT's values and priorities.

An individual will thrive in this role if they are organised, detail orientated, value accuracy, and are comfortable working towards multiple tight deadlines in conjunction with the Bid Manager.

The Bid Coordinator will support the Bid Manager with:

- The preparation, coordination and submission of responses to Requests for Quotations (RFQs), Invitations to Tender (ITTs), Expressions of Interest (EOIs), Pre-Qualification Questionnaires (PQQs), Dynamic Purchasing Systems (DPSs), Framework submission processes, etc.
- The coordination and operation of bid procedures, processes, systems
- Proofreading, editing and writing of responses
- The regular maintenance of bidding documentation and the bid library.

The culture of our team is one of continuous learning, integrity, and the pursuit of bidding excellence. We are looking for an individual who will positively contribute to the culture of this department by adopting a curious, reflective, honest, detail-orientated, and tenacious approach to their work. Our team will also encourage your development, progression, learning, and ideas for improvement.

## Key responsibilities

- Supporting the Bid Manager with the coordination of responses to RFQs, EOIs, ITTs, PQQs, DPSs, Frameworks, etc.
- Set-up and organisation of channels and files for bids. Schedule meetings and record actions and decisions.
- Create timetables and track progress to coordinate effort for high-quality and timely submissions.
- Flag emerging risks to timely delivery early and work with the Bid Manager to keep delivery on track. Leading coordination independently for low-value bids.
- Support the Bid Manager with editing, proofreading and word cutting of tender responses to ensure high-quality, readable, compliant responses. Assist with drafting and writing of tailored social value responses.
- Responsible for maintaining the bid tracker. Responsible for routine maintenance of the Bid Library Resource- adding quality responses and information after receipt of bid results. After the Bid Manager's quarterly review of the Bid Library resource, support in implementing required changes. Record 'lessons learnt' conclusions in the 'lessons learnt' resource.
- Use corporate information documentation to complete corporate information forms/qualifying questionnaires for bids and framework applications.
- Support specification/requirements compliance checks and checklists development – ensuring requirements are addressed and highlighting gaps early. Coordinate with the Bid Manager to communicate and close gaps. Ensure documentation complies to formatting requirements.
- Independently set up qualification decision, planning, and response templates for the Bid Manager/relevant stakeholders to use
- Independently navigate tender portals daily to manage communications, submit clarification questions, locate clarification responses, and ensure all tender documents available are the latest version. Manage the shared inbox in conjunction with the Bid Manager- triaging queries. Send information, updates, and chasers to stakeholders.
- Skim, scan, and read large and detailed tender documentation to understand requirements or locate information. Search for tender opportunities and share promising opportunities with the Bid Manager. Conduct research to support buyer and competitor intelligence.

- Support the implementation of excellent bidding process and bring forward ideas to improve performance.

## Person specification

Criteria	Essential	Desirable
<b>Education and qualifications</b>		
English focused level 2 qualification (e.g. GCSE, iGCSE, functional skills)	Essential	
Level 3 (e.g. A Level, level 3 diploma) English Language, English Literature or Writing- at B grade or above (or equivalent marking)	Essential	
Degree in English Language, English Literature, Business Administration or similar subject (or equivalent level 6 qualification)		Desirable
APMP Certification		Desirable
<b>Knowledge</b>		
Public Sector Bidding/Procurement process		Desirable
<b>Experiences</b>		
Proofreading and editing	Essential	
Experience in Bid Coordination/Administration or similar		Desirable
<b>Skills and abilities</b>		
Excellent attention to detail, accuracy and compliance	Essential	
High standards of written English, grammar, and storytelling- to support clear, client-focussed and persuasive writing	Essential	
Organisation skills and the ability to coordinating efforts to meet multiple tight deadlines	Essential	
Articulate and proactive communicator- to support effective communication with internal and external stakeholders at all levels	Essential	
Ability to quickly learn systems and processes	Essential	
Tenacity- with the ability to read and digest large, detailed documentation	Essential	
IT Literacy and MS Office Skills- In particular Outlook, Word and Excel	Essential	

## Job Description Completion

Name	Karina Mann
Job title	Bid Manager
Department	Business Support
Date	February 12 2026

All job descriptions are subject to review. All post holders are expected to be flexible and prepared to carry out any similar or related duties that do not fall within the work outlined. The line manager, in consultation with the post holder will undertake any review.

### Safeguarding

The Workforce Development Trust Ltd are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to share this commitment.

### Equal Opportunities

The Workforce Development Trust Ltd are committed to eliminating unlawful discrimination and promoting equality of opportunity. Every employee has a personal responsibility to:

- Ensure their behaviour is not discriminatory.
- Does not cause offence.
- To challenge the inappropriate behaviours of others.
- Adhere to the Equal Opportunities policy.

### Health and Safety

Under the provisions contained in the Health and Safety at Work Act (1974), it is the duty of every employer to:

- Take reasonable care of themselves and for others at work.
- To co-operate with The Workforce Development Trust Ltd as far as is necessary to enable them to carry out their legal duty.
- Not to intentionally or recklessly interfere with anything provided, including personal protective equipment for Health and Safety or welfare at work.

The Workforce Development Trust Ltd will take all reasonable practical steps to ensure your health, safety, and welfare whilst at work. If employed, you must familiarise yourself with the Health and Safety policy and Fire Safety rules. It will be your legal duty to take care of your own health as well as that of your colleagues.

## Confidentiality

Within this role there will be a need to use or be party to confidential information. The employee may not disclose any information of a confidential nature relating to The Workforce Development Trust Ltd or in respect of which The Workforce Development Trust Ltd has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or required by law.

The unauthorised use or disclosure of personal information no matter whether in verbal, written, or electronic format, or through negligence, is regarded as misconduct. Employees are expected to act with integrity both inside and outside the workplace.

## Data Protection

If you apply for a position with the Workforce Development Trust, we will use the information you provide to assist in the recruitment and selection process. Under GDPR, the general information that you supply about yourself is known as your personal data and information about any criminal convictions, ethnic origin, and health, amongst other things, is referred to as 'sensitive personal data'.

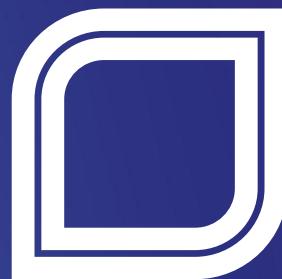
The Workforce Development Trust takes the security of your data seriously, and will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Workforce Development Trust will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and, where necessary, the Disclosure and Barring Service to obtain necessary criminal records checks. The Company has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Workforce Development Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Workforce Development Trust may also need to process data from job applicants to respond to and defend against legal claims.

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is deemed necessary. We will hold details of all applicants until the post applied for is filled. After which, if the candidate is unsuccessful, all documents held will be confidentially disposed of, both electronically and physically. Data will not be held for any longer 3 months of receiving an application. At the end of that period, your data will be deleted or destroyed. If you wish for your data to be destroyed before this

period, you may contact the HR department and request for your data to be deleted. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

## **Other Employment**

You may not without prior permission in writing of The Workforce Development Trust Ltd, be employed or otherwise engaged in any other business, trade, or profession, either directly or indirectly in any capacity whatsoever.



# The Workforce Development Trust

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